

Assigning Person Class to Providers

What is this and why are we doing it?

Effective October 1, 1996, VHA facilities are required to report each ambulatory encounter and/or ancillary service. Provider, procedure and diagnosis information is included in the minimum data set reported to the National Patient Care Data Base (NPCDB). The provider information reported is the "Person Class" defined for all providers associated with ambulatory care delivery.

To comply with this requirement, all VAMC providers must be assigned a Profession/Occupation code (Person Class) so that a Person Class can be associated with each ambulatory patient encounter by October 1.

Patch XU*8*27 has been developed to provide functionality that will enable you to assign Person Class information.

This document is divided into two sections:

- User Information:
(How to enter Person Class data for your providers)
- Technical Information for IRM

User Information

4 Easy Steps

This patch enables you to enter Person Class data for your providers in four easy steps.

For detailed descriptions of each step below, see the pages that follow.

1

Identify all providers currently associated with the clinics (physicians, nurses, psychologists, social workers, etc.) for whom you need to enter Person Class information.

2

Assign the appropriate Person Class to each provider associated with the clinics.

3

Enter the Person Class using the User PC Build Edit option for the initial assigning of Person Class information for all providers.

4

Once the initial data entry is complete and Person Class data has been entered for your providers, you can edit this data for any individual as needed in the future.

Detailed Implementation Steps

The following sections describe in detail the four numbered steps you need to follow.

1

Identify all providers currently associated with the clinics (physicians, nurses, psychologists, social workers, etc.) for whom you need to enter Person Class information.

- This is a task that will probably be done only once. It is only needed for the printout of a worksheet to record information on paper for faster data entry later.
- Use the "User PC Build Print" option on your secondary menu to print a list of providers who need to have the Person Class data entered. This option can be assigned to any user. The list includes individuals in the NEW PERSON file who have been assigned the Provider key and who have a current Verify Code (i.e., they must both be a Provider and be active on the system). The printout will show the PROVIDER CLASS and PROVIDER TYPE for each individual listed.

EXAMPLE:

If you print to your screen, you will see something similar to this:

```
User PC build Print
* Previous selection: NAME from aa to zz
START WITH NAME: FIRST// AA
GO TO NAME: LAST// ZZ
DEVICE:  Telnet terminal

NEW PERSON PROVIDER LIST                                JUL 25,1996  15:37    PAGE 1
NAME                                                    PROVIDER CLASS      PROVIDER
-----
--
FORD,WALTER                                           STUDENT              FEE
BASIS
```

2

Assign the appropriate Person Class to each provider associated with the clinics.

- Print the Person Class file using FileMan print (Print File Entries option) so that you have the classifications and codes. Like step 1, this, too, is a one-time task.

EXAMPLE:

```
VA FileMan 21.0

Select OPTION: PRINT FILE ENTRIES

OUTPUT FROM WHAT FILE: PERSON CLASS//
SORT BY: OCCUPATION (HCFA)//      OCCUPATION (HCFA);S2;C1
START WITH OCCUPATION (HCFA): FIRST//      <RETURN>
      WITHIN OCCUPATION (HCFA), SORT BY:      <RETURN>
FIRST PRINT FIELD:  NUMBER//
THEN PRINT FIELD:   SPECIALTY (HCFA);W23;"SPECIALTY"
THEN PRINT FIELD:   SUBSPECIALTY (HCFA);W23;"SUBspecialty"
THEN PRINT FIELD:   VA CODE//
THEN PRINT FIELD:   STATUS;L8//
THEN PRINT FIELD:   <RETURN>

*****
Heading (S/C): PERSON CLASS LIST//
STORE PRINT LOGIC IN TEMPLATE:
DEVICE:  ;[Your printer]
```

Although your full report will be much longer, it will look like this:

REPORT SAMPLE:

PERSON CLASS LIST		JUL 26,1996	16:04	PAGE 1
NUMBER	SPECIALTY	SUBSpecialty	VA code	Status

OCCUPATION (HCFA): Behavioral Health and Social S				
349			V010000	Active
350	Psychologist		V010400	Active
351	Psychologist	Behavioral Psychologist	V010401	Active
352	Psychologist	Clinical Psychologist	V010403	Active
353	Psychologist	Clinical Neuropsychologist	V010402	Active
354	Psychologist	Counseling Psychologist	V010404	Active
.				
.				
.				
OCCUPATION (HCFA): Chiropractor				
194			V020000	Active
195	Internist		V020100	Active
196	Neurology		V020200	Active
197	Nutrition		V020300	Active
198	Occupational Health		V020400	Active
199	Orthopedics		V020500	Active
200	Radiology		V020600	Active
201	Sports Physicians		V020700	Active
202	Thermography		V020800	Active
OCCUPATION (HCFA): Dental Services				
206			V030000	Active
207	Dental Assistant		V030100	Active
.				
.				
.				
.				
.				

To print only the 15 top level Profession/Occupation codes:

VA FileMan 21.0

Select OPTION: PRINT FILE ENTRIES

OUTPUT FROM WHAT FILE: PERSON CLASS//

SORT BY: OCCUPATION (HCFA)// OCCUPATION (HCFA);

FIRST PRINT FIELD: OCCUPATION (HCFA)//

THEN PRINT FIELD: <RETURN>

Heading (S/C): PERSON CLASS LIST//

DEVICE: ;[Your printer]

3

Enter the Person Class by using the User PC Build Edit option for the initial assigning of Person Class information for all providers.

- The data input task is a simple one and can be assigned to anyone who will perform this task. This is a Rapid Data Entry option.
- There is a three-level hierarchy of Provider Codes: Profession/ Occupation code, Specialty, and Subspecialty. All providers must be assigned a Profession/Occupation code. Specialty and Subspecialty are optional. Thus, you may choose to enter only the top-level of the three-level hierarchy of codes. There are 15 top-level Profession/Occupation categories. To print only these 15 top level codes, see step 2.
- This function allows only one active provider type during any one period of time.
- You do not have to enter a Person Class code for inactive providers.
- If the Enter on Duty Date is known, it should be entered in the Effective Date field. If the Enter on Duty Date is not known and the individual has been at the facility at least a year, we suggest that you use the date 10/1/95.
- When you add a new Person Class entry to a provider who already has one defined, it is not necessary to enter the expiration date of the previous Person Class. The program automatically inserts the effective date of the new Person Class as the previous Expiration date.

EXAMPLE:

Select User PC Build Edit on your secondary menu and enter the name of the individual for whom you want to add or edit Person Class.

User PC Build Edit

Select NEW PERSON NAME: WODEHOUSE, PHILLIP .

PG

Select Person Class:< RETURN>

If you enter a question mark, the screen shows this help message:

```
Select Person Class:  ?
Answer with PERSON CLASS Person Class
    You may enter a new PERSON CLASS, if you wish
    Don't allow Inactive entries to be selected.
Answer with PERSON CLASS NUMBER, or OCCUPATION (HCFA), or
    Specialty (HCFA), or Subspecialty (HCFA)
Do you want the entire PERSON CLASS List?
```

If you say Y(es) to the prompt "Do you want the entire PERSON CLASS List?" the program will display all 511 Person Class categories.

```
1          Physicians (M.D.) and Osteopaths (D.O.)
2          Physicians (M.D.) and Osteopaths (D.O.)
           Addiction Medicine
3          Physicians (M.D.) and Osteopaths (D.O.)
           Allergy and Immunology
4          Physicians (M.D.) and Osteopaths (D.O.)
           Allergy and Immunology
           Clinical and Laboratory
5          Physicians (M.D.) and Osteopaths (D.O.)
           Allergy
.
.
.
508         Other Services
           Personal Care Attendant
509         Other Services
           Phlebotomist (non-nurse)
510         Other Services
           Other (as specified)
511         Respiratory, Rehabilitative and Restorative Services
           Respiratory Care Practitioner

Select Person Class:
```

The easiest way to do data entry is to enter the number of the Person Class category:

```
Select Person Class:

Select NEW PERSON NAME:  wodehouse,PHILLIP G.          PW
Select Person Class:  `8 Physicians (M.D.) and Osteopaths (D.O.)
                       Anesthesiology
                       Pain Management
Are you adding 'Physicians (M.D.) and Osteopaths (D.O.)' as
a new PERSON CLASS (the 1ST for this NEW PERSON)?      y  (Yes)
Effective Date: JUL 25,1996// <RETURN>
Expiration Date: <RETURN>
```

4

Once the initial data entry is complete and Person Class data has been entered for your providers, you can edit this data for any individual as needed in the future.

- Three option choices to edit Person Class data:
 - Person Class Edit option
 - User PC Build Edit option, as in step 3 above
 - Edit Existing User option on the User Management Menu
- We recommend: the **Person Class Edit** option:
Once the Person Class has been entered for any provider, you can enter an additional or new Person Class by using the Person Class Edit option.
- Previous entries should remain on file for history. You cannot delete or replace old entries. That is, you cannot modify the Person Class field itself; you may, however, change the Effective or Expired Date.
- When you add a new entry to a provider who already has a Person Class entered, it is not necessary to enter the Expired Date for the previous Person Class. The program automatically inserts the Effective Date of the new Person Class as the Expired Date of the previous Person Class.

EXAMPLE:

Select the Person Class Edit option from your menu and you will see the prompt: Select NEW PERSON NAME: Enter the name of the provider whose Person Class data you wish to edit:

Select NEW PERSON NAME: **Wodehouse, Phillip**

You next see the Edit of Person Class screen.

```

Edit of Person Class
NAME:  WODEHOUSE, PHILLIP G      PG
-----
-

Person Class
Technologists, Technicians & Other Techn
Emergency Medical Services

Effective      Expired
JUL 25,1996    JUL 29,1996
JUL 29,1996

-----
-
Technologists, Technicians & Other Technical Services
Clinical Pathology
Clinical Chemistry Technologist

Press <PF1>H for help      Insert

```

Select the Person Class data line you wish to edit and that line is highlighted in the middle of the screen and that text appears at the bottom of the screen. If you want to add a new Person Class, tab to the first blank Person Class line and type the name or the number of the specialty. The message at the bottom of the screen asks:

NAME: WODEHOUSE,PHILLIP G.

—

Person Class	Effective	Expired
Technologists, Technicians & Other Techn	JUL 25,1996	JUL 29,1996
Emergency Medical Services	JUL 31,1996	AUG 1,1996
509		

—

Other Services

Phlebotomist (non-nurse)

Are you adding 'Other Services' as a new PERSON CLASS (the 3RD for this NEW

P
ERSON)?

If you answer Y(es), the screen will show that specialty under Person Class and will insert today's date in the Effective Date field and in the Expiration Date of the Person Class in the line above.

Deactivate/Reactivate a User

IRM has options to deactivate and reactivate a user on the system, used when a provider leaves or returns to a VA site. For example, when someone, such as a medical student, rotates out, they are deactivated.

The Reactivate option on the User Management menu, , gives the IRM staff the opportunity to edit a provider's Person Class information. If the provider rotate in again, their Person Class information can be updated when they are reactivated.

Technical Information for IRM

PERSON CLASS File Patch XU*8*27

Description:

- Creates a new file, PERSON CLASS (8932.1,) which contains the HCFA National Provider System Taxonomy of Professions/Occupations. This is a static file and not expected to grow appreciably in the near future.

NOTE: *The file PERSON CLASS is in global ^USC. This may be a NEW global for most sites. Please be sure to place this global and add it to your translation tables.*

- Adds a PERSON CLASS field to the NEW PERSON file. This multiple includes the following fields: NUMBER (.001), PERSON CLASS (.01), EFFECTIVE DATE (2), EXPIRATION DATE (3).
- Adds the PERSON CLASS field to the following options: XUSEREDIT, (Edit an Existing User); XUSERNEW, (Add a New User to the System); and XUSERREACT (Reactivate a User).
- Adds three new menu options:
 - **Person Class Edit, (XU-PERSON CLASS EDIT)**, to the User Management menu. This option only allows entry of Person Class data and can be given to any user who needs to edit this data.
 - **User PC Build Print, (XUSER PC BUILD)**, to print the entries of the individuals in the NEW PERSON file who hold the Provider key AND have a Verify Code. It prints these fields: NAME, PERSON CLASS (free text), and PROVIDER TYPE (set of codes). The last two fields may contain data only at sites that have implemented Decision Support System (DSS). This option is not attached to a menu but may be added to the secondary menu of any user who will be working on this project and then removed when the project is complete.
 - **User PC Build Edit, (XUSER PC BUILD EDIT)**, a roll and scroll function that allows rapid data entry of Person Class data. This option is not attached to a menu but may be added to the secondary menu of a user who will be performing data entry and then removed when the project is complete.

Installation

Install using instructions on the patch.

HCFA/Provider codes

The official HCFA codes are in a three-level hierarchy: occupation/profession, specialty, and subspecialty. The top level (occupation/profession) has 15 entries.

A new file has been created which contains the HCFA taxonomy that reflects provider type (file #8932.1, PERSON CLASS). It contains: OCCUPATION, SPECIALTY, SUBSPECIALTY, STATUS, and VA CODE.

A new multiple has been added to the NEW PERSON file (#200) which contains entries that reflect the assignment of HCFA taxonomy to providers. Each entry contains three data elements: Pointer to PERSON CLASS file, Date the code took effect, and Date the code ceased/expired/was replaced.

Entry of a new person in the NEW PERSON file will ask for input of the aforementioned multiple, the current occupation/profession. Entering a history is optional.

New API

XU*8*27 exports a new Application Programming Interface (API) to accept a DUZ (entry number in the NEW PERSON file) and a date. The data returned will be: HCFA code, profession, specialty, and subspecialty (as drawn from the entry in the NEW PERSON file). If no code is recorded for that provider, the value -1 is returned. Returns -2 if there is no active Person Class on that date.

Deactivate/Reactivate a User

The Reactivate option on the User Management menu, used when a provider returns to a VA site (e.g., a medical student), gives the IRM staff the opportunity to edit the Person Class information. For example, when someone, such as a medical student, rotates out, they are deactivated. If they rotate in again, their Person Class information can be updated when they are reactivated.

Supported References

\$\$GET^XUA4A72(duz[, date])

Returns the 'IEN^Profession^Specialty^Sub-specialty^Effect date^Expired date^VA code' for the person identified by the DUZ in effect on the date passed in, in internal FileMan format, (TODAY if no date passed in). Returns -1 if DUZ doesn't point to a valid user or user has never had a Person Class assigned. Returns -2 if no active Person Class on that date.

\$\$IEN2CODE^XUA4A72(ien)

Returns the VA CODE from the PERSON CLASS file that corresponds to the IEN number passed in. If the IEN passed in does not match a valid entry in file 8932.1, an empty string is returned.

IRM Edits of Person Class

If an IRM staff member is to edit the Person Class data, they should use the Edit an Existing User option on the User Management menu. Person Class data is on the third screen.

NAME: MAUPIN, MICHAEL		Page 3 of 3
<hr/>		
—		
PROHIBITED TIMES FOR SIGN-ON:		
PHONE:	OFFICE PHONE:	
COMMERCIAL PHONE:	FAX NUMBER:	
VOICE PAGER:	DIGITAL PAGER:	
LANGUAGE:		
Person Class	Effective	Expired
Physicians (M.D.) and Osteopaths (D.O.)	JUL 25, 1996	
<hr/>		
—		
COMMAND:		
Press <PF1>H for help Insert		

ACROBAT READER TIPS

Viewing a PDF Document in the Acrobat Reader

When you open this guide, you will see:

- the first page of the documentation
- a narrow bookmark area to the left (Table of Contents)
- a toolbar at the top and a status bar at the bottom

Moving around

Click on the subject you want in the Table of Contents in the narrow left-hand area (bookmarks). You will jump to that section of the document.

Other ways to move around the document:

- Move the vertical **slider bar** on the right side of the screen. You will see the page numbers change so that you know where you are.
- Click the **Next Page** (>) and **Previous Page** (<) buttons (the left and right pointing triangles) in the toolbar above the document or the **First Page** (|<) and **Last Page** (>|) buttons or **Forward** (>>) or **Back** (<<).

Finding and Copying

You can **find** text in the document using the FIND feature (in the TOOLS menu). You can **select** text from a PDF document using the SELECT TEXT option (on the TOOLS menu). You can then **copy** the selected text to the clipboard with the COPY command (on the EDIT menu) and paste the text into other applications.

Printing

Choose FILE from the menu bar and click PRINT.

Adjusting your view

- Click on the zoom setting in the status bar at the bottom of your screen (especially handy for graphics)
- Click on one of the page views in the top toolbar (the picture of a page with the corner turned down)